

HOW TO VIEW eOPF DOCUMENTS USING A MAC

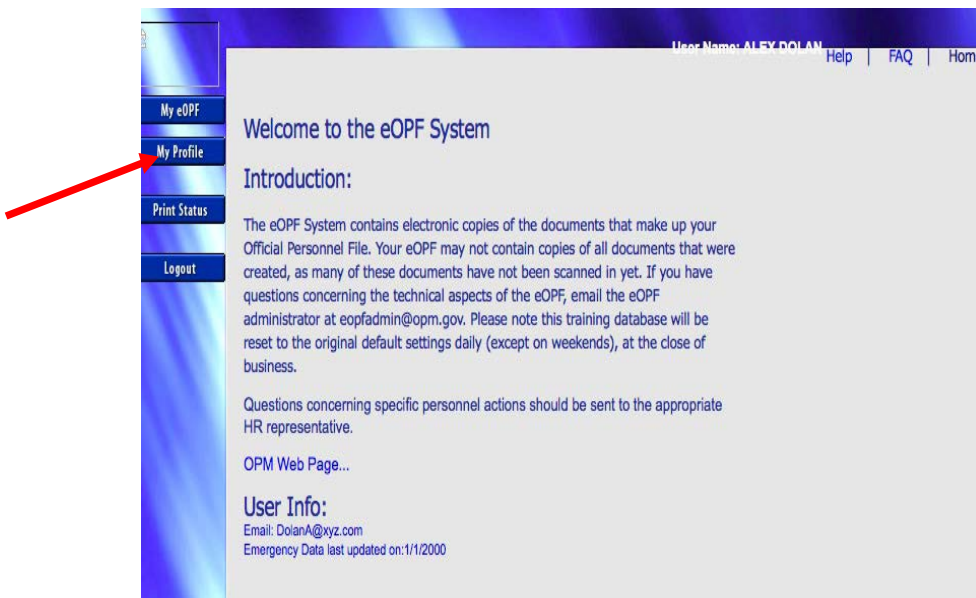
Steps for viewing documents using a Safari browser

- From the eOPF Main Menu click on “My eOPF” as shown Below



The only way to view document in eOPF using Safari or Firefox is to change your Preference Setting to “Assistive Technology view”. To change the settings:

- From the main menu click “My profile”



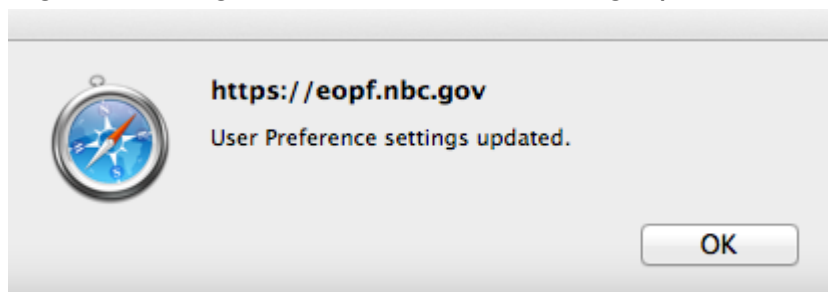
From the top menu item, click on the “General Preferences” tab

- Scroll down to the bottom of the page, then select the “yes” radio button to the right of “Are you using Assistive Technology”
- Click apply to save changes

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The screenshot shows the 'Preferences - General Preferences' page. The 'General Preferences' tab is selected. The page includes a sidebar with links: 'My eOPF', 'My Profile', 'Print Status', and 'Logout'. The main content area has a title bar with tabs: 'WhoAmI?', 'General Preferences', 'Change Email', 'Emergency Data', 'Change Password', and 'Change Security Questions'. Below the title bar, the 'General Preferences' section is titled 'Preferences - General Preferences :'. A 'Purpose' note states: 'This feature allows you set your preferences whenever you login to eOPF. Choose the settings that you would like to see during'. Below this, there are several settings sections: 'Number of Rows per Page (Display):' with a value of 20; 'Select Results Display (Folder):' with checkboxes for 'Display SSN column with Folder results', 'Display Last Name column with Folder results', and 'Display First Name column with Folder results'; 'Select Default Folder sides:' with checkboxes for 'Temporary', 'Permanent', 'Performance', 'Overseas', and 'Training'; 'Select Default Search Option (Forms):' with radio buttons for 'Common Forms', 'All Forms', and 'Agency Forms'; 'Select Results Display (Document):' with checkboxes for 'Display Form Number column with Document results', 'Display Form Description column with Document results', 'Display Type Description column with Document results', 'Display NOA Code 1 column with Document results', 'Display NOA Code 2 column with Document results', 'Display Side by Side column with Document results', 'Display Create Date column with Document results', 'Display Folder Side column with Document results', 'Display Exception Comment column with Document results', and 'Display Print column with Document results'; and 'Are you using assistive technology? (ex: Screen Reader)' with radio buttons for 'No' and 'Yes'. Red arrows point to the 'General Preferences' tab, the 'Apply' button, and the 'Yes' radio button.

You will get the message that “user Preference settings updated.

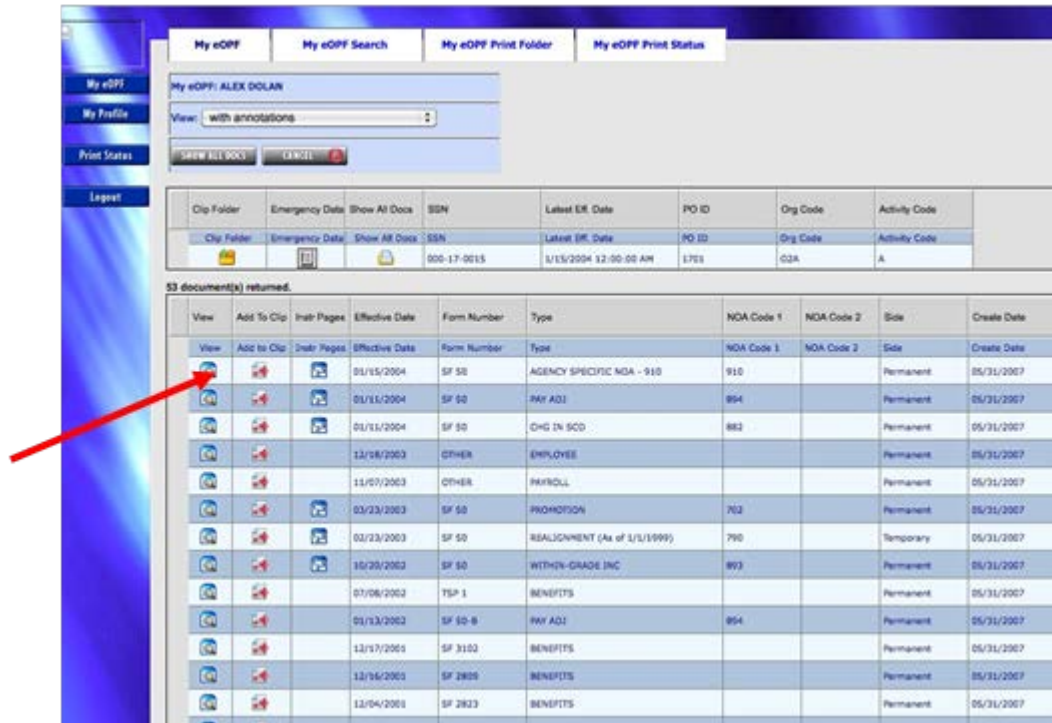


- Select ok and you will get the confirmation that the user preference settings are updated.

This screenshot shows the same 'Preferences - General Preferences' page as the first image, but with a red message box at the top stating 'User Preference settings updated.' The 'Apply' button is highlighted. The rest of the page content is identical to the first image.

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- Result: A page showing your expanded eOPF folder displays with documents listed in chronological order by effective date.



- Locate the document that you want to view then click the icon below the "View" column
- The file will be in your download folder location.
- Locate the pdf file and open it

ViewPDF-4.pdf (page 1 of 2)

Standard Form 50
Rev 7/91
U.S. Office of Personnel Management
Guide to Processing Personnel Actions, Chapter 4

NOTIFICATION OF PERSONNEL ACTION

1. Action Code FIRST ACTION		2. Social Security Number	3. Date of Birth 03-20-1978	4. Effective Date 01-15-2004
5-A. Code 910	5-B. Nature of Action SF-1150/HHS-510/Prior Yr Restored Leave	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority	
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority	
7. FROM: Position Title and Number HR Assistant (Recruit & Placement) PD: 02P156		15. TO: Position Title and Number HR Assistant (Recruit & Placement) PD: 02P156		
Position: 00087999		Position: 00087999		
8. Pay Plan GS	9. Occ. CD 0203	10. Grd/Lvl 06	11. Step/Rate 2	12. Tot. Salary \$31,087.00
13. Pay Basis PA	16. Pay Plan GS	17. Occ. CD 0203	18. Grd/Lvl 06	19. Step/Rate 2
20. Tot. Salary/Award \$31,087.00	21. Pay Basis PA	20A. Basic Pay \$29,174.00	20B. Locality Adj. \$1,913.00	20C. Adj. Basic Pay \$31,087.00
20D. Other Pay \$0	14. Name and Location of Position's Organization Program Support Center Human Resources Service Division Of Personnel Operations			
22. Name and Location of Position's Organization Program Support Center Human Resources Service Division Of Personnel Operations				
EMPLOYEE DATA				
23. Veterans Preference 1 1-None 3-10 Point/Disability 5-10 Point/Other 6-10 Point/Compensable/30%		24. Tenure 2 2-Permanent 3-Indefinite		25. Agency Use
27. FEGLI C0 Basic Only		28. Annuity Indicator 9 Not Applicable		29. Pay Rate Determinant 6 Special Rate
30. Retirement Plan K FERS and FICA		31. Service Comp. Date (Leave) 10-07-1998		32. Work Schedule F Full Time
34. Position Occupied 1 1-Competitive Service 3-SRS General 4-SRS Career Reserved		35. FLRA Category N N-Exempt		36. Appropriation Code 4R64520
38. Duty Station Code 241360031		39. Duty Station (City-County-State or Overseas Location) ROCKVILLE Montgomery MD USA		37. Bargaining Unit Status 8888
40. Agency Data		41.		42.
43.		44.		PAR Number:

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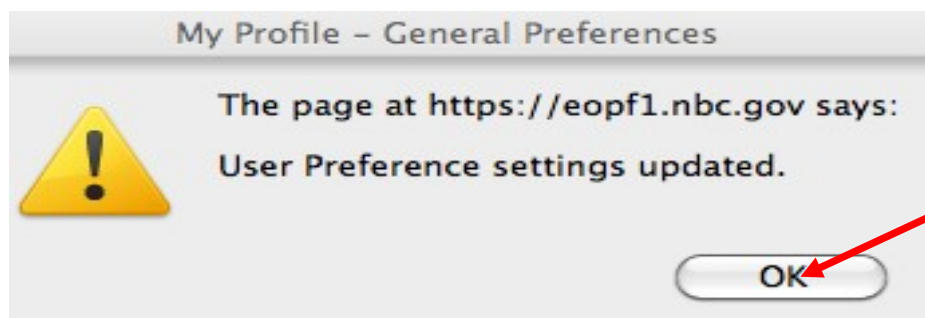
Steps for Viewing Documents using Firefox browser

Similar to Safari, in order to view documents in eOPF using Firefox you need to change your Preference Setting to “Assistive Technology view”.

- To change the settings, from the main menu click “My profile”
- From the top menu item, click on the “General Preferences” tab
- Scroll down to the bottom of the page, and then select the “yes” radio button to the right of “Are you using Assistive Technology”
- Click apply to save changes

The screenshot shows the 'General Preferences' page in the eOPF system. The top navigation bar includes tabs: 'WhoAmI?', 'General Preferences' (highlighted), 'Change Email', 'Emergency Data', 'Change Password', and 'Change Security Questions'. On the left, a sidebar contains links: 'My eOPF', 'My Profile', 'Print Status', and 'Logout'. The main content area is titled 'Preferences - General Preferences :'. Below the title, a 'Purpose' statement explains that users can set preferences for their eOPF experience. A red arrow points to the 'Apply' button. The page contains several sections for configuration: 'Number of Rows per Page (Display):' set to 20; 'Select Results Display (Folder):' with checkboxes for 'Display SSN column with Folder results', 'Display Last Name column with Folder results', and 'Display First Name column with Folder results'; 'Select Default Folder sides:' with checkboxes for 'Temporary', 'Permanent', 'Performance', 'Overseas', and 'Training'; 'Select Default Search Option (Forms):' with radio buttons for 'Common Forms', 'All Forms', and 'Agency Forms'; 'Select Results Display (Document):' with checkboxes for various document fields like 'Form Number', 'Form Description', 'Type Description', 'NOA Code 1', 'NOA Code 2', 'Side by Side', 'Create Date', 'Folder Side', 'Exception Comment', and 'Print column'; and 'Are you using assistive technology? (ex: Screen Reader)' with 'No' and 'Yes' radio buttons. A red arrow points to the 'Yes' radio button. At the bottom right, there is an 'OK' button, also indicated by a red arrow.

You will get the message that general preference stings are updated



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- Click ok, then you will get confirmation of the updates

WhoAmI? General Preferences Change Email Emergency Data Change Password Change Security Questions

My eOPF My Profile Print Status Logout

Preferences - General Preferences :

Purpose: This feature allows you set your preferences whenever you login to eOPF. Choose the settings that y

User Preference settings updated. **APPLY** **CANCEL**

Number of Rows per Page (Display): 20

Select Results Display (Folder):

- ☒ Display SSN column with Folder results
- ☒ Display Last Name column with Folder results
- ☒ Display First Name column with Folder results

Select Default Folder sides:

☐ Select All

☐ Temporary Folder Side ☐ Performance Folder Side ☐ Overseas Folder Side ☐ Permanent Folder Side

Select Default Search Option (Forms): ☐ Common Forms ☐ All Forms ☐ Agency Forms

Select Results Display (Document):

- ☒ Display Form Number column with Document results
- ☐ Display Form Description column with Document results
- ☒ Display Type Description column with Document results
- ☒ Display NOA Code 1 column with Document results
- ☒ Display NOA Code 2 column with Document results
- ☐ Display Side by Side column with Document results
- ☒ Display Create Date column with Document results
- ☒ Display Folder Side column with Document results
- ☐ Display Exception Comment column with Document results
- ☐ Display Print column with Document results

Are you using assistive technology? (ex: Screen Reader) ☐ No ☒ Yes

- Click the 'My eOPF' button on the left hand corner menu
- Result: A page showing your expanded eOPF folder displays with documents listed in chronological order by effective date.

My eOPF My eOPF Search My eOPF Print Folder My eOPF Print Status

My eOPF: ALEX DOLAN

View: with annotations

SHOW ALL DOCS CANCEL

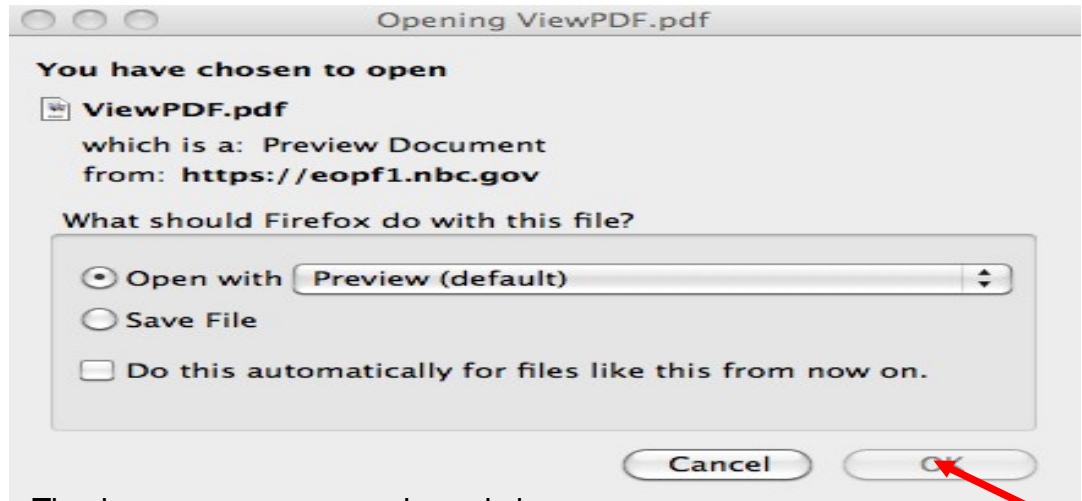
Clip Folder	Emergency Data	Show All Docs	SSN	Latest Eff. Date	PO ID	Org Code	Activity Code
			000-17-0015	1/15/2004 12:00:00 AM	1701	O2A	A

53 document(s) returned.

View	Add To Clip	Instr Pages	Effective Date	Form Number	Type	NOA Code 1	NOA Code 2	Side	Create Date
			01/15/2004	SF 50	AGENCY SPECIFIC NOA - 910	910		Permanent	05/31/2007
			01/11/2004	SF 50	PAY ADJ	894		Permanent	05/31/2007
			01/11/2004	SF 50	CHG IN SCD	882		Permanent	05/31/2007
			12/18/2003	OTHER	EMPLOYEE			Permanent	05/31/2007
			11/07/2003	OTHER	PAYROLL			Permanent	05/31/2007
			03/23/2003	SF 50	PROMOTION	702		Permanent	05/31/2007
			02/23/2003	SF 50	REALIGNMENT (As of 1/1/1999)	790		Temporary	05/31/2007
			10/20/2002	SF 50	WITHIN-GRADE INC	893		Permanent	05/31/2007
			07/08/2002	TSP 1	BENEFITS			Permanent	05/31/2007
			01/13/2002	SF 50-B	PAY ADJ	894		Permanent	05/31/2007
			12/17/2001	SF 3102	BENEFITS			Permanent	05/31/2007
			12/16/2001	SF 2809	BENEFITS			Permanent	05/31/2007
			12/04/2001	SF 2823	BENEFITS			Permanent	05/31/2007

HOW TO VIEW EOPF DOCUMENTS USING A MAC

- Locate the document that you want to view then click the icon below the “View” column
- An acrobat dialog box pops up with the option to open or save as shown below displays
- Select the “Open with” option then click “Ok” to view the document



- The document opens up as shown below

Standard Form 50
Rev 7/91
U.S. Office of Personnel Management
Guide to Processing Personnel Actions, Chapter 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)		2. Social Security Number		3. Date of Birth		4. Effective Date	
[REDACTED]		[REDACTED]		03-20-1978		01-15-2004	
FIRST ACTION				SECOND ACTION			
5-A. Code		5-B. Nature of Action		6-A. Code		6-B. Nature of Action	
910		SF-1150/HHS-510/Prior Yr Restored Leave					
5-C. Code		5-D. Legal Authority		6-C. Code		6-D. Legal Authority	
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority	
7. FROM: Position Title and Number HR Assistant (Recruit & Placement) PD: 02P156 Position: 00087999				15. TO: Position Title and Number HR Assistant (Recruit & Placement) PD: 02P156 Position: 00087999			
8. Pay Plan	9. Occ. CD	10. Grd/Lvl	11. Step/Rate	12. Tot. Salary	13. Pay Basis	16. Pay Plan	17. Occ. CD
GS	0203	06	2	\$31,087.00	PA	GS	0203
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay			
\$29,174.00	\$1,913.00	\$31,087.00	\$0	\$29,174.00			
14. Name and Location of Position's Organization Program Support Center Human Resources Service Division Of Personnel Operations				22. Name and Location of Position's Organization Program Support Center Human Resources Service Division Of Personnel Operations			
EMPLOYEE DATA							
23. Veterans Preference				24. Tenure		25. Agency Use	
1-None 3-10 Point/Disability 5-10 Point/Other				0-None 2-Conditional		26. Veterans Preference for RIF	
2-5 Point 4-10 Point/Compensable 6-10 Point/Compensable/30%				1-Permanent 3-Indefinite		YES X NO	
27. FEGLI				28. Annuitant Indicator		29. Pay Rate Determinant	
C0 Basic Only				9 Not Applicable		6 Special Rate	
30. Retirement Plan				32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period	
K FERS and FICA 10-07-1998				F Full Time			
POSITION DATA							
34. Position Occupied				35. FLSA Category		36. Appropriation Code	
1-Competitive Service 3-SES General				E-Exempt		37. Bargaining Unit Status	
2-Excepted Service 4-SES Career Reserved				N Non-exempt		8888	
38. Duty Station Code				39. Duty Station (City-County-State or Overseas Location)			
241360031				ROCKVILLE Montgomery MD USA			
40. Agency Data		41.		42.		43.	

END